

CIA INTERNAL USE ONLY

Approved For Release 2001/08/21 : CIA-RDP78-04493A000100030005-4

SUBJECT: Management Improvement Program
(or, Increasing Efficiency while
Reducing Costs)

I. Reports:

First -- due 15 December 1970 and is to cover the period of
1 January through 30 June 1971.

Second -- due about the end of May (estimate) and will cover
the period of 1 July 1971 through 30 June 1972

The initial Report which is due on 15 December will require
answers to the two Sections on page 3 of the "Agency Manage-
ment Improvement Program" (page clipped) The sections are
"Management Effectiveness Goals" (Sec I) and "Cost-Reduction
Goals" (Sec II)

No specified format is required for the first report.

II. Send reports to the EA on or before 15 December so that we
can comply with the DD/S's deadline of 21 December.

Note: The attachments you have here are:

1. Memo from [REDACTED]
2. Routing, Outlining Report.
3. Memo from Colonel White.
4. Agency Management Improvement Program.
5. BOB Circular A-44 (revised) with attachment A of the BOB
Circulars (Guidelines Preparing Management Improvement Reports.)

STATINTL

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